

CALIFORNIA NATIONAL GUARD
COUNTERDRUG TASK FORCE
EXTERNAL
TOUR ANNOUNCEMENT

1. Position: Administrative Specialist	2. Tour # CD-04-17
Unit/Location: Counterdrug Headquarters, 10293 Rockingham Drive Sacramento, CA 95827	3. Effective Date: 4 May 2004
4. Grade Range: E-1 – E-5	5. Closing Date: 4 June 2004
6. Personnel Eligible to Apply: <div style="display: flex; justify-content: space-between;"><div>(x) Army (x) Air</div><div>(x) Male (x) Female () Officer () WO (x) Enl</div></div>	Submit Application To: California National Guard Counterdrug Task Force ATTN: CAJS-CD-J1, 10293 Rockingham Drive Sacramento CA 95827 FAX: 916-854-3524
7. Selecting Supervisor: DDR First Sergeant	
8. Military Status: FTNGD-CD Title 32 Section 502(f)	

NOTE: COMPLETED APPLICATIONS MUST ARRIVE NLT COB OF THE CLOSING DATE.

9. This is a Counterdrug Task Force external announcement for three (3) Drug Demand Reduction Administrative Specialist. The positions are located in San Francisco (Air Guard only), and Fresno (Army or Air Guard are full time positions. The position in the Los Angeles area is an 18 months tour (Army or Air Guard). **Priority will be given to current CD members and CD members returning from deployment.**

10. Job Description: Individual works directly for the Prevention Officer and Senior Prevention NCOIC in the coordination and execution of placing National Guard members on Counterdrug orders. The individual will be responsible for maintenance of current personnel and administrative files, tracking order renewal, travel orders and ITO's. The individual will also maintain the tracking of quarterly, semi annual and annual (CD) counseling due dates and duty schedules. Assist the Headquarters Administrative Section in the special recognition programs to include certificates, awards, and decorations. Assist the Headquarters Administrative Section with logistics support to the Regional Prevention personnel, to include reviewing initiate and receive supply requests; process, maintain and dispose of supplies and equipment.

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11. Qualifications:

- a. 42L series MOS or 3A031 AFSC is preferred.
- b. Familiarity with Microsoft Office family of software (i.e. Access, Excel, PowerPoint, and Word) is required.
- c. Must have general knowledge of military rules and regulations.
- d. Must be customer service oriented.
- e. Excellent communication skills, both verbal and written.
- f. Ability to travel throughout the state.
- g. Knowledgeable in both Army and Air Guard structure and administrative procedures.
- h. Applicant must possess character, commitment, candor, and courage.

12. Application packets must, as a minimum, contain the following documents: **(NOTE: Failure to provide any of the items below will result in disqualification and your application will not be considered.)**

- a. Current Counterdrug (CD) members and CD members who are deployed:
 - (1) Cover letter stating why you are interested in the position and how you will add value to the Counterdrug effort.
 - (2) A military biographical sketch (resume).
 - (3) Copy of your last three (3) CD evaluations.
 - (4) Team Commander/OIC's acknowledgement/recommendation.
 - (5) Copy of last DA Form 705 or physical fitness verification memorandum (ANG)
- b. Non-Counterdrug members:
 - (1) Cover letter stating why you are interested in the position and how you will add value to the Counterdrug effort.
 - (2) A military biographical sketch (resume).
 - (3) Letter of recommendation from Unit Commander.
 - (4) Three letters of recommendation with personal reference and point of contact.
 - (5) Copy of most recent physical examination (SF 88 and SF 93) and Current UP Slip.
 - (6) Copy of all previous DD Forms 214 (copy must include bottom portion that identifies SPD code).
 - (7) Army: Copy of DA Form 2-1, PQR, and RPAS statement. Air: Report Individual Person (RIP).
 - (8) Army: Current DA Form 705. Air: Physical Fitness Verification Memorandum.
 - (9) Copy of civilian and military drivers license.
 - (10) Original current DMV printout.
 - (11) Last three NCOERs (ANGR applicants) or EPRs (ANG applicants).
 - (12) Verification of security clearance.
 - (13) Copy of individual aircrew training records (ANG applicants).
 - (14) Completed and signed CD Form 301 (on CD website).
 - (15) Completed and signed CD Form 302 (on CD website).

13. Unique requirements for Counterdrug duty.

- a. Urinalysis testing upon entry on active duty, and periodic testing while on active duty. These requirements are in addition to testing by units of assignment during IDT/IAD under ADAPCP or the ANG Drug Abuse Testing Program.
- b. Requirement to continue attendance at IDT/IAD and AT while on FTNGDCD.
- c. Status of employment is year to year subject to available funding.

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d. Probability of criminal records checks, and/or security screening by LEAs of applicants serving in LEA offices or in positions where they are privy to operational information of LEAs. Applicants will be informed that such inquiries are likely to be completed after entry on duty and that rejection by LEAs could result in their removal from the Counterdrug program.

e. Standards of Conduct.

(1) Members are required to uphold the highest standards of conduct and personal appearance. Outside employment, associations and off-duty conduct/activities must be consistent with federal directives on ethics and with state and federal conflict of interest policies.

(2) National Guard members participating in the Counterdrug Support Program are required to comply with state laws and with DoD 5500.7-R. They are required to uphold the highest standards of conduct and personal appearance.

14. Other considerations:

a. Applicants must possess a Favorable Entrance National Agency Check /National Agency Check (ENTNAC/NAC) within past 10 years.

b. Personnel entering FTNGD-CD must meet the medical standards set forth in AR 40-501, Chapter 3 or AFI 48-123, Attachment 2. This requirement can be met for soldiers with a current (within the last 60 days) Annual Medical Certificate reviewed by the State Surgeon, or Physician/Physician Assistant/Nurse Practitioner designee and a letter signed by the State Surgeon stating that the individual's retention physical meets the standards of AR 40-501, Chapter 2. If the soldier's condition warrants a 3 or 4 designation on any PULHES profiles, the soldier must appear before the State Medical Retention Board and be found to be deployable and meet retention standards of AR 40-501, Chapter 3, prior to FTNGD-CD duty.

c. Army National Guard personnel must meet the HIV testing requirements of AR 600-110 (Identification, Surveillance and Administration of Personnel Infected with Human Immunodeficiency Virus (HIV)).

d. Air National Guard members must have a periodic medical examination within 24 months prior to entry and a current HIV test within 180 days prior to entry. ANG members age 40 or older must have an exercise tolerance treadmill test if the Cardiac Risk Index (CRI) is 10,000 or greater.

15. A 29-day probationary period will be part of the initial tour of duty for non-CD members. Pending performance and medical evaluation results, orders may be extended for the remainder of the fiscal year. PCS is authorized after 29 days. Applicants must be willing to relocate within the State of California.

16. Equal Opportunity: The California National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, or any other non-merit factor.

17. Interviews will be scheduled after the closing date. Questions can be directed to DDR First Sergeant @ DSN 466-3665 or COMM (916)-854-3665.